

# REQUEST FOR PROPOSALS/BIDS

## City of Wood Village

### 238<sup>th</sup> Drive Gateway Sign Design-Build

#### Introduction and Overview

The City of Wood Village, Oregon will be accepting proposals to design and build a replacement City gateway sign for the I-84 exit on NE 238<sup>th</sup> Dr. The existing structure is an approximately 15 feet high, 11 feet wide, double-sided wooden structure located within a median island on 238<sup>th</sup> Dr. The new sign shall include entry/exit messaging as well as space to hang event banners. Design shall be visually cohesive with other City facilities, such as Wood Village City Hall or Donald Robertson Park. Recommended design elements include: natural wood, basalt rock, or similar materials; ornamental columns and decorative brackets; earth tone colors and a variety of textures.

Qualified firms are invited to submit a proposal with a conceptual description of the type and size of sign. Proposals will be accepted until 11:00 am on September 4, 2023, at which time they will be opened and publicly read.

**Bid Alternate 1: South Entry Sign.** Include removal, demolition, and construction of an additional gateway sign at the top of 238<sup>th</sup> hill approximately one-half mile South of the first sign. This structure shall utilize the design of the I-84 exit sign plus any modifications necessitated by the location.

#### Project Deliverables

The City is looking to engage a qualified individual or firm to provide the following design-build services:

- Review and understand the existing site.
- Engage City staff to coordinate design plans. This includes an initial kick-off meeting, 80% design meeting, 100% design meeting, and pre-construction meeting.
- Provide engineer-stamped plans and specifications necessary to fabricate and install the sign, base/pedestal, and all other identified structural components. Plans shall include a traffic control plan and an erosion control plan if significant grading is included in scope of work.
- Perform any structural engineering analysis required for permitting.
- Provide itemized Construction Estimate costs related to fabrication and installation.
- Provide detailed project schedule.
- Demolish existing structures and dispose of waste.
- Fabricate and install the new sign per approved design plans.
- Provide traffic control, environmental protection, erosion control, and permitting as required.

**Project Schedule:**

Bid Opening:	September 4, 2023 at 11:00 am
Award of Contract	September 27, 2023
Notice to Proceed	October 2, 2023
Completion	April 30, 2024

**Instructions to Bidders:**

Proposers shall be aware that any construction work on this project is subject to compliance with Prevailing Wage Rate Laws and Federal Labor Standards. As required by these laws, the Contractor shall provide certified payroll documents, and the City will perform interviews on selected employees.

Proposals are to be mailed or delivered to the City of Wood Village Public Works Department, 24200 NE Halsey St., Wood Village, OR 97060-1095.

Proposals shall be identified on the exterior of the sealed envelope including bidder's name, address and business license number.

Proposers shall include with their proposal a Bid Bond to the amount of 5% of the Bid price. Proposers must show that they are licensed and bonded in Oregon.

Any questions regarding this project should be directed to Kyler Roberts, Engineering Technician, prior to the submittal deadline at (503) 489-6862, or [KylerR@woodvillageor.gov](mailto:KylerR@woodvillageor.gov)

**Bid Document Content:**

The written bid should provide background information about the company, its employees, and its experience with related projects and clients. Specifically, the bid document should address the following information:

1. Company profile listing: name, address, contractor license number, year established, type of ownership, and size of company and staff. **The same information shall be provided for all subcontractors to be used on the project.**
2. Current company workload and the ability to perform this work within the limitations of the project schedule. (See above)
3. Conceptual description including the type, materials, and approximate dimensions of the proposed sign.
4. Proposed approach to the project which includes schedule for each stage of work, timing for the impact on each neighborhood and alternative parking arrangements.
5. A detailed itemization of work with corresponding compensation the company expects to be paid for performing the services required to complete this project.

6. Detailed descriptions with images of comparable projects performed by the company and contact information for at least three references for these projects.
7. At all times during the existence of this Agreement, the contractor shall maintain at its own cost, general liability and property damage insurance (\$2,000,000 per incident, \$2,000,000 aggregate), vehicle insurance (\$2,000,000 per incident) and any workers compensation coverage as required by law. Copies of the insurance certificates must be attached to the submitted quote.